

19 February 1953

REPORT FOR THE WEEK OF 12 - 16 FEBRUARY

To: The Deputy Director of Training (General)

From: Management Training Division

1. Accomplishments

STAT [] completed the initial phase of the Human Resources Program with 18 section chiefs in OCD on Wednesday.

A report on the Human Resources Program meetings conducted in FDD was sent to Mr. Bagnall, Chief of FDD, on Tuesday.

2. Developing Plans

STAT Following individual conferences with Colonel Baird, Mr. Eckel, []
STAT and [] we have determined upon the following changed procedures
STAT in the clerical training plans:

1. Courses at []

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- a. From here on, the unit of the Induction Course will be one week instead of two weeks, since there are now fewer provisionally cleared people coming in and the people who have not met minimum requirements appear to be able to do so within one week. For those who have to remain for more than one week, additional work will be provided by the clerical instructors.
 - b. The course will begin on Monday instead of Thursday to better coordinate with personnel procedures.
 - c. The individuals attending the course will be (1) those awaiting clearance and (2) those not meeting Agency requirements in typing and shorthand.
 - d. No waivers will be granted during the first week except in most unusual cases.
 - e. When a waiver is granted to an individual who does not meet minimum Agency requirements, she will be required to attend a refresher course after she gets on the job to bring her skills up to standard.

continued

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2. Clerical Orientation

- a. This course will now be given as a two day unit for clerks and a three day unit for typists, stenographers, and secretaries.
- b. It will be given once a week instead of twice a week, and will be presented on Tuesday and Wednesday for clerks, plus Thursday for all who type.

The necessary coordination between the Personnel Office, the Interim Assignment Branch, and the Clerical Orientation Section has been worked out.

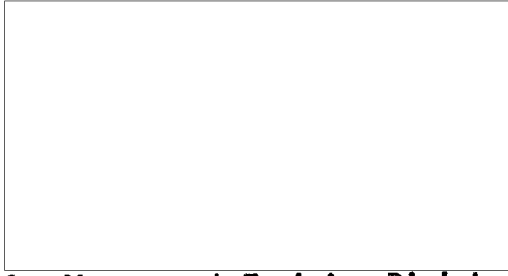
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 of the Interim Assignment Branch, believes that this new program plan will obviate a great deal of waiting around by personnel ready to enter upon duty.

This new program will go into effect on 2 March.

- 3.
4. No report.
- 5.

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Chief, Management Training Division